



NORTH MIAMI PLANNING COMMISSION AGENDA

Tuesday, May 6, 2014, 7:00PM

Council Chambers

776 NE 125th Street, North Miami, FL 33161

I. ASSEMBLY AND ORGANIZATION:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call of Board Members
- D. Amendments to the Agenda

II. APPROVAL OF MINUTES: March 4, 2014

III. COMMUNICATIONS: None

IV. CONTINUED PUBLIC HEARINGS: None

V. PUBLIC HEARINGS:

PC 05-14: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AMENDING THE PREVIOUSLY ADOPTED LOCAL HOUSING ASSISTANCE PLAN (LHAP) AS REQUIRED BY THE WILLIAM E. SADOWSKI AFFORDABLE HOUSING ACT OF 1992 AND THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM, FOR FISCAL YEARS 2014-2015, 2015-2016, AND 2016-2017; FURTHER AUTHORIZING THE CITY ATTORNEY AND CITY MANAGER TO EXECUTE AND SUBMIT THE LOCAL HOUSING ASSISTANCE PLAN AND ANY OTHER NECESSARY DOCUMENT TO THE FLORIDA HOUSING FINANCE CORPORATION FOR ITS REVIEW AND APPROVAL, AS REQUIRED BY FLORIDA LAW; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

- 1. Staff Report
- 2. Commission Action

VI. COMMITTEE REPORTS: None

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Appointing Brittini Duria as Planning Commission Board Secretary.
- b. Discussion regarding recently adopted ordinance requiring Planning Commission terms to be coterminous with terms of Council members.

IX. ADJOURNMENT

Interested parties may appear at the meeting and be heard with respect to the matter. Any person wishing to appeal the recommendations of the Planning Commission will need a verbatim record of

the meetings proceedings, which record includes the testimony and evidence upon which the appeal is to be based (Chapter 286.0105 F.S.)

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation to participate in this proceeding should contact the Community Planning & Development Department no later than four (4) days prior to the proceeding. Telephone (305) 893-6511, Ext. 12252, for assistance. If hearing impaired, telephone our TDD line at (305) 893-7936 for assistance.

MINUTES
NORTH MIAMI PLANNING COMMISSION
7:00 P.M.
TUESDAY, MARCH 4, 2014
COUNCIL CHAMBERS

The meeting was called to order at 7:00 p.m. After the pledge of allegiance, a roll call of the members was taken.

	Name	Present	Excused	Absent
1.	Kevin Seifried	X		
2.	Charles Ernst	X		
3.	Kenny Each	X		
4.	Jean Castor	X		
5.	Jason James	X		
6.	Bill Prevatel	X		
7.	<i>Vacant</i>			
8.	<i>Vacant</i>			
9.	<i>Vacant</i>			

Staff was represented by:

Tanya Wilson-Sejour, Planning Manager
Roland Galdos, Deputy City Attorney
Brittini Duria, CP & D Technician
Dunia Sanzetenea, Information Technology

I-D. Assembly and Organization – Amendments to the Agenda: None

II. Approval of Minutes:

The minutes of the January 7, 2014 meeting were unanimously approved. The motion was made by Commissioner Each, seconded by Commissioner Prevatel.

III. Continued Public Hearings: None

IV. Public Hearings:

PC 03-14: AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AMENDING CHAPTER 29 OF THE CITY OF NORTH MIAMI CODE OF ORDINANCES, ENTITLED "LAND DEVELOPMENT REGULATIONS," SPECIFICALLY AT ARTICLE 4 ENTITLED "DEVELOPMENT STANDARDS," TO INCLUDE A NEW DIVISION 22 ENTITLED "DISTANCE REQUIREMENT FOR CERTAIN RETAIL USES," TO MITIGATE THE PROLIFERATION OF SPECIFIC RETAIL USES, SPECIFICALLY AS IT APPLIES TO THE DOWNTOWN COMMERCIAL CORRIDOR, AND TO ENCOURAGE A MORE DIVERSE AND PRODUCTIVE BUSINESS ENVIRONMENT AS ENVISIONED IN THE CITY OF NORTH MIAMI DOWNTOWN MASTER DEVELOPMENT AND MAJOR CORRIDOR PLAN; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND FOR AN EFFECTIVE DATE.

Mrs. Wilson-Sejour gave the staff report, recommending approval of the proposed ordinance to amend Article 5 of Land Development Regulations to create division 22, Section 22.01 and to establish distance requirements in the C-3 District and forward said to final consideration. Backup documents were further explained. A distance suggestion of 1,500 feet was made to prevent an overabundance of uses. Staff also included a list of criteria:

- Promote public health, safety and welfare
- Does not permit uses the Comprehensive Land Use Plan prohibits in the area effected by the zoning map change in the text amendment
- Does not allow densities and intensities excess permitted by the future land use category
- Does not cause decline in public infrastructure
- No conflicted use of Land Use Plan
- Orderly development in the City of North Miami

It was mentioned that the purpose was not to hinder undesirable uses or in excess in the downtown for more viable uses.

Commissioner Each asked if current business owners would be grandfathered in and Mrs. Wilson-Sejour stated that they would be grandfathered in and the new text amendment would be applied to new businesses. Mr. Galdos also explained that nothing would be different from the current uses of the zoning and business uses in the area and that variances would go through the Board of Adjustment when a business owner applies for special exceptions. Shared by Commissioner Prevatel was the concern for having too many of the same stores within the area and missing quality demand and the need for varied businesses.

Public Hearing:

No one spoke at the public hearing.

Commission Discussion:

Commissioner Castor moved to approve the proposed ordinance to amend Chapter 29 of the Code of Ordinances. Commissioner Each seconded the motion and it passed unanimously.

PC 04-14: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2013-2014 THROUGH 2017-2018, BASED UPON THE RECOMMENDATIONS OF THE PLANNING COMMISSION; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES

The item was introduced by Mrs. Wilson-Sejour. Department heads would be making presentations for the different sections throughout the item so Commissioner Seifried opened the public hearing at the same time. Mr. Sorey, the Budget Manager, gave the staff report for the Capital Improvement Plan for fiscal years 2013-2014 to 2017-2018. All projects were within budget and from reasonable funding sources. Commissioner Seifried gave choices to adopt the CIP plan as admitted or to hear an overview from each department head to what is happening within their sections.

Parks and Recreation Department Manager, Mr. Corker, started speaking about North Bay Shore Park in the CIP plan; the replacement of the pier with a FIND Grant. Bids for the work were put in that day and would know the results the next day. The resurfacing of the tennis courts at Pepper Park was another part of the plan which includes renetting, windscreen, and an addition of a water fountain. This specific project was stated that it was almost finished and a ribbon-cutting ceremony was expected. The last item he discussed was the development of Rucks Park, which is made of 4.7 acres. Funding is being received from Miami Dade County, general obligation bond. The site was originally an old water station at 137th St. and NE 5th Ave. back in the 1960's. Mr. Corker stated that the bid document would be ready before the next quarter. Things included within this park would be a splash pad, basketball court, a multi-purpose community center and parking lot. Commissioner Seifried then raised concern about contaminants on site.

The presentation then switched over to Mr. Ghany, the Public Works Director. He explained that they are in the process of working with Miami-Dade County's Public Works department in monitoring the wells within easements. With this, they can detect and control the plumes and contaminants. Environmental engineers will control to mitigate contaminants on site. Commissioner Seifried asked how far below the surface were the contaminants and Mr. Ghany replied stating that there was ammonia, fecal coliforms, and arsenic on the surface beginning to leach into the groundwater. He also reaffirmed to Commissioner Seifried that they are engineering control to create wells for clean-up. Their proposition for that will be creating a membrane then two feet of soil filtration and clusters of wells surrounding this area. These wells will be monitored every month but the budget proposal would not cover the remediation but could still be negotiated. Commissioner Seifried inquired about hard data about the contaminants but Mr. Ghany did not have them present but it was already requested from the county.

Technology was the next topic in the item, further explained by Mr. Castillo. He explained to the Board that the city is in need of new computers and updated hardware. The current computers are around ten years of age when the average life expectancy of them is between two and three years. The City is also in need of laptops utilized in the Police Department because they are old and falling apart. A new switch replacement for the network was also requested because it is

over five years old. Commissioner Prevatel asked about what would happen with the used laptops and Mr. Galdos stated that they would be surplussed; sold, auctioned or donated.

The library was the next topic, explained by Mrs. Gonzalez the Director. She stated that it had been thirty years since the library had been refurbished and remodeled and was in dire need. They want to remodel, open space modernize and add seating especially since they have over 27,000 visits per year. The library needs its 40-year recertification and needs the internal and external lighting redone as well. The carpeting also seems to be worn and would like it to be replaced with much more durable flooring. Recently, they have received twenty new computers, wi-fi and circuit.

The Police Department was represented by Mr. Sorey who stated that they needed new HVAC Chillers and would use \$80,000 from current funds and that they would be replaced in the next two fiscal years.

Mr. Ghany, came up to speak again regarding transportation. He mentioned that there were two foot bridges being installed, one being Arch Creek Bridge with a grant for a bike lane.

City Way-finding Signage was further explained by Mrs. Sejour. She stated that in 2011 the City embarked in the Way-finding Program and that it currently has 74 signs in uniform system and that we need the balance to complete the process.

Included within the item was Overall Capital Improvements, which was further explained by Mr. Ghany and Mr. Corker. Tree planting, pocket parks, maintenance and sidewalks were mentioned in this portion. It was also mentioned that these funds were being provided from the Community Urban Forestry Grant.

The large Downtown Revitalization Project is part of this CIP plan but the amount given was left over transportation surtax but does not cover the entire project. Installation of transit shelters was almost part of this field, there were five installed this fiscal year but 29 overall. 140 shelters need to be installed altogether.

Mr. Ghany also spoke about roadway signs and medians, sidewalk installation and the street resurfacing program. Keystone Bridge was also mentioned and raised awareness on the water main deteriorating and pitting from salt water exposure being that it is due to Keystone being a small group of islands.

Water meter replacement was spoken about and being a big concern because the current meters are 15 – 20 years old. These meters lose accuracy after ten years so within the next two years, they need to be replaced. There are 22,000 in total and this has been in favor of the City.

Mr. Ghany then began to speak about City Hall repairs and improvements. The City Hall is 51 years old and currently has many violations. Earlier this year, all electrical has been replaced and an air quality study was done. This was all done as part of the 50-year Recertification. There was talk about the possibility of the City Hall being completely rebuilt but there is concern about

funding and it would take a two to three year period of planning alone, but the next CIP Plan will have new funding for the new City Hall.

MoCA expansion and roof replacement is also part of the CIP program which could possibly be taken care of in the Downtown Revitalization Project. There are currently no funds for this for the next two years.

The 7th Avenue Façade Grant Program was the next topic which was allocated by Mayor and Council. This program is for business owners needing funds for improving or aiding their business. Commissioner Prevatel made a comment that these funds should be used for more common improvements like sidewalks and streets in front of businesses.

Commissioner Seifried had a comment requesting to have creative ideas for the next Capital Improvement Plan and stated that it is a pet peeve of his to lose great opportunities in such plans like providing covered bus benches close to beautiful parks and buildings when in the unfortunate event that someone is waiting at the stop in the rain. Mr. Ghany explained that they were actually denied by the property owner and are currently looking into fixing the current situation.

Public Hearing:

No one spoke at the public hearing.

Commission Discussion:

Commissioner Prevatel moved to approve the adoption of the Five-Year Capital Improvement Plan. Commissioner Each seconded the motion, and it passed unanimously.

— — —

The next meeting was tentatively set for June 3, 2014.

V. COMMITTEE REPORTS: None

VI. OLD BUSINESS: None

VII. NEW BUSINESS: None

There being no further business to come before the Commission, the meeting was adjourned at 8:55 p.m.

VIII. ADJOURNMENT

Respectfully submitted:

Attest:

Commissioner Kevin Seifried, Chair
Planning Commission

Tanya Wilson-Sejour, AICP, Planning Manager
Community Planning & Development

Prepared by:

Brittini Doria, CP&D Technician
Community Planning & Development

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared M. ZALDIVAR, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CITY OF NORTH MIAMI - PLANNING COMMISSION AGENDA
FOR TUESDAY, MAY 6, 2014

in the XXXX Court,
was published in said newspaper in the issues of

04/24/2014

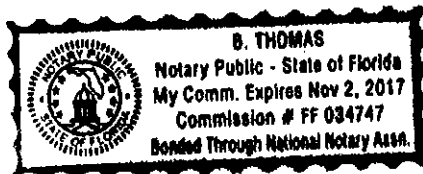
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida, each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this

24 day of APRIL, A.D. 2014

(SEAL)

M. ZALDIVAR personally known to me



NORTH MIAMI

NORTH MIAMI PLANNING COMMISSION AGENDA

TUESDAY, MAY 6, 2014, 7:00PM
COUNCIL CHAMBERS
776 NE 125TH STREET,
NORTH MIAMI, FL 33161

I. ASSEMBLY AND ORGANIZATION:

- A. Call to Order
- B. Pledge of Allegiance
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4/24

14-4-269/2272507M

Date: May 6, 2014

TO: Planning Commission

FROM: Tanya Wilson-Sejour, AICP, Planning Manager, Community Planning & Development

WPP for Tanya Wilson-Sejour

RE: **Amendment of Previously Approved LHAP**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AMENDING THE PREVIOUSLY ADOPTED LOCAL HOUSING ASSISTANCE PLAN (LHAP) AS REQUIRED BY THE WILLIAM E. SADOWSKI AFFORDABLE HOUSING ACT OF 1992 AND THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM, FOR FISCAL YEARS 2014-2015, 2015-2016, AND 2016-2017; FURTHER AUTHORIZING THE CITY ATTORNEY AND CITY MANAGER TO EXECUTE AND SUBMIT THE LOCAL HOUSING ASSISTANCE PLAN AND ANY OTHER NECESSARY DOCUMENT TO THE FLORIDA HOUSING FINANCE CORPORATION FOR ITS REVIEW AND APPROVAL, AS REQUIRED BY FLORIDA LAW; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

RECOMMENDATION

Staff is recommending the adoption of the amended Local Housing Assistance Plan (LHAP) for the City's State Housing Initiatives Partnership (SHIP) program, for fiscal years 2014-2015; 2015-2016; and 2016-2017 as required by the State Law.

PURPOSE & INTENT

Florida Statute Section 420.9075 (1) (a) requires that each eligible municipality participating in the State Housing Initiatives Partnership Program shall develop and implement a Local Housing Assistance Plan created to make affordable residential units available to persons of very low income, low income, or moderate income and to persons who have special housing needs, including, but not limited to, the homeless, the elderly, migrant farm workers, and persons with disabilities. Counties or eligible municipalities may include strategies to assist persons and households having annual incomes of not more than 140 percent of area median income. The plans are intended to increase the availability of affordable

residential units by combining local resources and cost-saving measures into a local housing partnership and using private and public funds to reduce the cost of housing.

The proposed amendment seeks to amend the previously approved plan to update the fiscal years and revise the plan in conformance rule 67-37.005(2) of the Florida Admin Code.

BACKGROUND INFORMATION

The State of Florida and the Florida Housing Finance Corporation provide funds for affordable housing activities in the form of a grant provided through the State Housing Initiative Partnership (SHIP) Program. As a requirement for funding, the City must submit a Local Housing Assistance Plan (LHAP) every three years. The City Council, through Resolution 2011-70, approved the last LHAP for the years 2011 - 2012, 2012 - 2013, and 2013 – 2014. The proposed LHAP is for years 2014 through 2017.

The State of Florida's annual budget has been impacted due to the downturn of the economy, which in turn has affected the funding the City has received for the last few fiscal years. In 2012-13, the City received Fourteen Thousand Five Hundred Ninety Seven Dollars (\$14,597.00) and in 2013-2014, the City received Eighty Three Thousand One Hundred and Nine Dollars (\$83,109), which was dedicated to the First Time Homebuyer Down Payment/Closing Cost Assistance and Owner-Occupied Rehabilitation Programs. The City is expected to soon receive announcement of its disbursement for the 2014-2015 fiscal year. As such, the proposed LHAP must be amended and transmitted to Florida Housing Finance Corporation as required by the Florida Statute.

CONCLUSION

In conclusion, the proposed LHAP outlines the programs and guidelines, which allow staff to provide assistance to North Miami residents through various affordable housing strategies.

The previous Local Housing Assistance Plan (LHAP) outlined various affordable housing programs for North Miami residents. This new amended LHAP improves on the existing housing programs with the inclusion of "Priority Assistance to Applicants with Developmental Disabilities." This inclusion is in keeping with the intent of the Housing Element of the City's Comprehensive Plan. Staff recommends approval for the proposed LHAP.

TWS/mjp

Attachments

Resolution

LHAP

Florida Statutes – Charter 490 Index

THE CITY OF NORTH MIAMI



STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

LOCAL HOUSING ASSISTANCE PLAN (LHAP)

**FOR FISCAL YEARS
2014-2015; 2015-2016; 2016-2017**

Dated 4/2014

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Dated 4/2014

I. **PROGRAM DESCRIPTION:**

A. **Name of the participating local government:** City of North Miami

Inter-local: Yes _____ No X _____
No Inter-local Agreements have been executed.

B. **Purpose of the program:**

The City of North Miami's Local Housing Assistance Plan aims to encourage provisions of affordable housing for the very low, low, and moderate income residents as defined in Section 420.9071 (19), (20), (28), F.S. Its primary purpose is to meet the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element in the City's Comprehensive and Consolidated Plans specific to affordable housing. The need for affordable housing is extensively documented and addressed in the City's Comprehensive and Consolidated Plans.

C. **Fiscal years covered by the Plan:** 2014-2015; 2015-2016; 2016-2017

D. **Governance:**

This Plan identifies and describes the City of North Miami's strategies for the implementation of the State Housing Initiatives Partnership (SHIP) Program, as established in Article VII of the City of North Miami Code of Ordinances and the City's Comprehensive Plan, pursuant to Section 420.907-420.9079, Florida Statutes, and pursuant to Rule 1 Chapter 67-37.006, Florida Administrative Code. CITIES AND COUNTIES MUST BE IN COMPLIANCE WITH ALL APPLICABLE STATUTE AND RULES. The SHIP Program does further the housing element of the City of North Miami's Comprehensive Plan.

E. **Local Housing Partnership:**

The City of North Miami SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups to promote and produce affordable housing.

F. **Leveraging:**

This Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. The City of North Miami SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs. Specifically, the City has leveraged funds from Miami-Dade County (Surtax), Community Development Block Grant (CDBG) and the Home Investment Partnership Program (HOME).

Dated 4/2014

G. Public Input:

Public input will be solicited if SHIP funds or substantial Program income becomes available. Ads are placed in the following local newspaper, the Daily Business Review. Community workshops have been held and City funded community based organizations are actively involved in disseminating information throughout the community. The advertisements will focus on the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach:

The City of North Miami advertisements and Notice of Funding Availability will be published in the Daily Business Review, a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required. Outreach efforts will include distributing flyers and brochures to churches, community organizations and local public facilities to inform the general public of the program's existence. Applicant referrals from social service agencies, non-profit housing developers, low-income housing developers, and for-profit housing developers/builders will also be encouraged.

I. Discrimination:

The City of North Miami's Local Affordable Housing Assistance Program shall not discriminate in the application or the award process in any manner whatsoever. In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.

J. Support Services and Counseling:

The City of North Miami, in partnership with Little Haiti Housing Association, Inc. has implemented a Home Ownership Education Training Program. The program is designed to prepare participants for successful home ownership. The program also offers post purchase counseling with focus on home maintenance, mortgage delinquency intervention and community program seminars.

K. Purchase Price Limits:

The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in Miami-Dade County MSA statistical area in which the eligible housing is located. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above. The methodology used by the City of North Miami is:

 X Florida Housing Finance Corporation bond study numbers

Dated 4/2014

_____ U.S. Treasury Department
_____ Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts

L. Income Limits and Affordability:

The Income Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households, as indicated in Sections 420.9071 (19), (20) and (28), F.S. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing. Housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark.

M. Welfare Transition Program:

Should a eligible sponsor be used, the City of North Miami will develop a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal:

In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

O. Administrative Budget:

A detailed listing including line-item budget of proposed Administrative

Dated 4/2014

Expenditures is attached as Exhibit A. These are presented on an annual basis for each State fiscal year submitted.

The City of North Miami finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. In accordance with Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, the City of North Miami may not exceed the three (3%) percent limitation on administrative costs, as the City receives a local housing distribution of up to \$350,000 may use up to three (3%) percent of program income for administrative costs.

P. Program Administration:

In compliance with the SHIP program criteria, the North Miami City Council adopted Article VII of Chapter 29 of the City of North Miami Code of Ordinances which establishes a Housing Assistance Trust Fund and Affordable Housing Advisory Committee, and assigning the responsibility for administration and implementation of this Local Housing Assistance Plan to the City's Community Planning and Development Department.

Q. Essential Service Personnel:

Essential Services Personnel are defined locally as teachers and educators; school district, community college and university employees; law enforcement personnel; fire and rescue personnel; health care personnel; persons employed in local businesses essential to the County's economy; county and local government personnel; utility (water/sewer, electric, communication) personnel; information technology personnel; child care personnel; and skilled trades and others employed in positions that provide government and municipal services essential to maintaining a high quality of life in and for North Miami, Florida. Define in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3)(a) FS.

R. Recaptured Funds:

Recaptured funds are monies recouped by a county or eligible municipality in accordance with the recapture provisions of its local housing assistance plan pursuant to s. 420.9075(5)(g) from eligible persons or eligible sponsors who default on the terms of a grant award or loan award. **Program Income** are proceeds derived from interest earned on or investment of the local housing distribution and other funds deposited into the local housing assistance trust fund, proceeds from loan repayments, recycled funds, and all other income derived from use of funds deposited in the local housing assistance trust fund. It does not include recaptured funds.

Dated 4/2014

S. **Green Initiatives:**

On September 25, 2007, The City of North Miami adopted Resolution number 2007-130 establishing the Green Residential Rehabilitation Standards (NMRRS) which provides for a level of commitment to the use of green design, construction, and management principles when conducting residential rehabilitation. The NMRRS also establishes specifications for materials, measures and installation for the major components of a residential structure including, but not limited to, structural, roofing, HVAC (heating/ventilation/air conditioning), electrical and plumbing systems. The NMRRS applies to both single family and multi-family residential structures. The City believes that greener buildings are key components in achieving sustainable communities which are good places to work, do business and raise children.

The City's commitment is also evident with the implementation of a series of "Green" Initiatives which is incorporated into the City's Comprehensive Plan and Land Development Regulations, designed to produce energy-efficient and resource-efficient buildings with healthier indoor air, while carrying out needed rehabilitation in a manner that preserves the environment and improve the lives of residents. The implementation of "green" initiatives also improve families by preserving family income and wealth through lower utility bills; connect neighborhoods to green-related job opportunities in the design and building trades; and support healthier lifestyles by exposing residents to fewer toxic substances, and lessening respiratory problems.

To facilitate its commitment to green building and environmentally friendly principles, the City has included standard requirements and policies not only in the NMRRS, but also in the Housing Element of the Comprehensive Plan, which require both Contractors and participants in the housing programs to implement relevant standards to achieve these goals. Some of the requirements are considered to be cost effective and practical, such as requiring the Contractors in the City's housing programs including residential rehabilitation to install low flush toilets and showerheads and to use low reflective materials on the roof and high energy efficient windows and doors to increase cooling.

The Green NMRRS is hereby incorporated by reference.

II. **LHAP HOUSING STRATEGIES: *(pursuant to Chapter 67-37.005(8), F.A.C.)***

1. **First Time Homebuyer Down Payment/Closing Cost Assistance**

- a. **Summary of the Strategy:** This strategy emphasizes affordable home ownership for first time home buyers, defined as persons not owning a home within the last three (3) years. Qualified households may secure deferred loans up to \$25,000 for down payment or closing costs to assist in the

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acquisition of a single-family home, town home or condominium. This strategy will also assist with minor repairs up to \$5,000, for a total maximum amount of assistance of \$30,000.

- b. Fiscal Years Covered: 2014-2015; 2015-2016; 2016-2017.
 - c. Income Categories to be served: Extremely Low, Very low, low and moderate income.
- d. Maximum award is noted on the Housing Delivery Goals Charts:
 - e. Terms, Recapture, Program Income and Default: The SHIP funds are provided as a deferred loan. There are no monthly payment requirements associated with this loan. The deferred loan will be partially forgiven each year over a 7-year period, at the conclusion of which the debt will be considered satisfied. If at any time during the 7-year period the property is sold, refinanced, rented or ceases to be owner-occupied, which does not constitute default, the loan recipient shall pay to the City the remaining balance of the loan, plus interest on the balance due at that time. Interest shall be computed at the rate of 4% per annum, simple interest. All voluntary loan repayments to the program will be considered as Program Income. Recipients must execute an agreement and a Mortgage and Note that will be recorded in the public records of Miami Dade County.
- f. Recipient Selection Criteria: The total annual adjusted household income for eligible households receiving SHIP assistance shall not exceed 120% of the median annual adjusted gross income for Miami-Dade County. Once the Department has determined that an applicant is eligible, SHIP funds will be reserved for said individual for a maximum of 90 days subject to the applicant contractually agreeing to meet all the SHIP program guidelines and requirements contained herein. If the applicant fails to submit all the required paperwork to the Department by that time, the Department will notify the applicant in writing that the time has expired and the loan funds may then be reallocated. Funds will be reserved on a first come/first ready basis until funds have been depleted, with priority given to the elderly- age 62 and older, the disabled, low-income large families- seven (7) or more persons and essential services personnel.
- g. Sponsor Selection Criteria: The City of North Miami Community Planning & Development will administer this program. However, if the need for a sponsor should arise, the City will use a Request for Proposals process in accordance with Chapter 67-37.005 (6) (b) 7 of the Florida Administrative Code to select an eligible sponsor. Eligible persons, sponsors or other recipients of assistance under this program will be required to contractually commit and comply with all SHIP Program requirements.

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- h. Additional Information: This strategy also intends to create an informed homebuyer. Therefore, all applicants seeking participation in the First-time Homebuyer Program are required to take a homebuyer education and/or credit counseling course. The course must be 6 to 8 hours and provide valuable information that will educate the buyer about the critical and delicate areas of owning a home. The course may be a one day group sitting or a series of one-on-one counseling, with a minimum of 6 hours. The course must cover money management, credit monitoring and tips on maintaining your home. The non-profit shall conduct or refer the applicant to a certified homebuyer or credit counseling program. The cost of the course may be between \$200 and \$400 per person.

2. **Foreclosure Prevention**

- a. Summary of the Strategy: It is important to assist families in purchasing a home. It is equally important to help families stay in their homes while protecting the City's investment in affordable housing throughout the community. The City will assist homeowners who become delinquent or default on their mortgage payments. This strategy will be available to all income eligible households.
- b. Fiscal Years Covered: 2014 - 2015; 2015 – 2016; 2016 - 2017 .
 - c. Income Categories to be served: Extremely Low, Very low, low and moderate income.
- d. Maximum award is noted on the Housing Delivery Goals Charts:
 - e. Terms, Recapture, Program Income and Default: Participation in a credit counseling program will be required for households to receive assistance. Eligible households will receive a one-time assistance of up to \$5,000 to pay delinquent mortgage payments caused by unforeseen circumstances. If credit counseling services are provided by another agency, the cost of credit counseling will be assessed from the maximum award/deferred loan amount. This deferred loan will be issued with zero percent interest and will be forgiven over a five (5) year period. If at any time during the 5-year period the property is sold, refinanced, rented or ceases to be owner-occupied, which does not constitute default, the loan recipient shall pay to the City the remaining balance of the loan. All voluntary loan repayments to the program will be considered as Program Income. Recipients must execute an agreement and a Mortgage and Note that will be recorded in the public records of Miami Dade County.
 - f. Recipient Selection Criteria: The total annual adjusted household income for eligible households receiving SHIP assistance shall not exceed 120% of the median annual adjusted gross income for Miami-Dade

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County. Applicants must also demonstrate, by way of a proposed household budget, the ability to maintain good standing with the mortgagor, make timely monthly payments and expresses the desire to remain in their home. Applicants will be selected in accordance with the following criteria:

1. Home Value must be less than the SHIP assistance price limits.
2. Completion of credit counseling
3. Past Due 60 days or more
4. Applicant must provide substantial proof that nonpayment of their mortgage payment was not of their own doing or choice. Acceptable reasons are :
 - a) Loss of Employment
 - b) Divorce or Separation
 - c) Death in immediately family
 - d) Sudden medical expenses
 - e) Unforeseen home repair bills

g. Sponsor Selection Criteria: The City of North Miami Community Planning & Development will administer this program. However, if the need for a sponsor should arise, the City will use a Request for Proposals process in accordance with Chapter 67-37.005 (6) (b) 7 of the Florida Administrative Code to select an eligible sponsor. Eligible persons, sponsors or other recipients of assistance under this program will be required to contractually commit and comply with all SHIP Program requirements.

- h. Additional Information: Finally, eligibility for foreclosure prevention shall be handled in an expedited manner and may include alternative forms of documentation, such as current pay stubs, benefit letters and oral verifications of employment, other income and assets.

3. Rehabilitation of Owner-Occupied Units

- a. Summary of the Strategy: This strategy emphasizes rehabilitation of owner-occupied sub-standard housing units and will target the Special Needs requirements . The maximum award allowable under this strategy is \$25,000 per qualified household.
- b. Fiscal Years Covered: 2014-2015; 2015-2016; 2016-2017.
 - c. Income Categories to be served: Extremely Low, Very low, low and moderate income.
- d. Maximum award is noted on the Housing Delivery Goals Charts:
- e. Terms, Recapture, Program Income and Default: The SHIP funds are provided as a deferred loan. There are no monthly payment requirements

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associated with this loan. The deferred loan will be partially forgiven each year over a 7-year period, at the conclusion of which the debt will be considered satisfied. If at any time during the 7-year period the property is sold, refinanced, rented or ceases to be owner-occupied, which does not constitute default the loan recipient shall pay to the City the remaining balance of the loan, plus interest on the balance due at that time. Interest shall be computed at the rate of 4% per annum, simple interest. All voluntary loan repayments to the program will be considered as Program Income. Recipients must execute an agreement and a Mortgage and Note that will be recorded in the public records of Miami Dade County.

- f. **Recipient Selection Criteria:** The total annual adjusted household income for eligible households receiving SHIP assistance shall not exceed 120% of the median annual adjusted gross income for Miami-Dade County. Once the Department has determined that an applicant is eligible, SHIP funds will be reserved for said individual for a maximum of 90 days subject to the applicant contractually agreeing to meet all the SHIP program guidelines and requirements contained herein. If the applicant fails to submit all the required paperwork to the Department by that time, the Department will notify the applicant in writing that the time has expired and the loan funds may then be reallocated. Funds will be reserved on a first come/first ready basis until funds have been depleted, with priority given to households with Developmental Disabilities, the elderly, the disabled, low-income large families and essential services personnel.
- g. **Sponsor Selection Criteria:** The City of North Miami Community Planning & Development will administer this program. However, if the need for a sponsor should arise, the City will use a Request for Proposals process in accordance with Chapter 67-37.005 (6) (b) 7 of the Florida Administrative Code to select an eligible sponsor. Eligible persons, sponsors or other recipients of assistance under this program will be required to contractually commit and comply with all SHIP Program requirements.
- h. **Additional Information:** This strategy seeks to preserve the existing affordable housing stock, with emphasis on home modifications, including technological enhancements and devices which allow homeowners and/or Developmental disabled household members to remain independent in their own homes and maintain their homeownership.

4. **Disaster Mitigation/Recovery**

- a. **Summary of the Strategy:** This strategy provides assistance to households following a natural disaster as declared by Executive Order by the President of the United States or the Governor of the State of Florida. This strategy will only be implemented in the event of a natural disaster using any funds that

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have not been encumbered or additional disaster funds that become available and issued by the Florida Housing Finance Corporation. Disaster funds may be used for items such as, but not limited to, the following:

- 1) Purchase of emergency supplies for eligible households to weatherproof damaged homes;
- 2) Interim repairs to prevent further damage; tree and debris removal required to make the housing unit habitable;
- 3) Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies;
- 4) Other activities as proposed by the federal government, counties and eligible municipalities and approved by Florida Housing Finance Corporation

b. Fiscal Years Covered: 2014 – 2015; 2015 – 2016; 2016 - 2017.

c. Income Categories to be served: Extremely Low, Very low, low and moderate income.

d. Maximum award is noted on the Housing Delivery Goals Charts:

e. Terms, Recapture, Program Income and Default: Disaster fund assistance shall not exceed \$20,000 per eligible unit. Assistance up to \$5,000 will be in the form of a grant. Assistance above \$5,000 up to the maximum will be in the form of a 7-year, deferred, forgivable loan. If at any time during the 7-year period the property is sold, refinanced, rented or ceases to be owner-occupied, which does not constitute default, the recipient shall pay to the City the remaining balance with no accrued interest. All voluntary loan repayments to the program will be considered as Program Income. Grant recipients must execute an agreement only but loan recipients must execute an agreement and a Mortgage and Note that will be recorded in the public records of Miami Dade County.

f. Recipient Selection Criteria: The total annual adjusted household income for eligible households receiving SHIP assistance shall not exceed 120% of the median annual adjusted gross income for Miami-Dade County. Once the Department has determined that an applicant is eligible, SHIP funds will be reserved for said individual for a maximum of 90 days subject to the applicant contractually agreeing to meet all the SHIP program guidelines and requirements contained herein. If the applicant fails to submit all the required paperwork to the Department by that time, the Department will notify the applicant in writing that the time has expired and the loan funds may then be reallocated. Funds will be reserved on a first come/first ready basis until funds have been depleted, with priority given to the elderly, the disabled, low-income large families and essential services personnel.

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- g. Sponsor Selection Criteria: The City of North Miami Community Planning & Development will administer this program. However, if the need for a sponsor should arise, the City will use a Request for Proposals process in accordance with Chapter 67-37.005 (6) (b) 7 of the Florida Administrative Code to select an eligible sponsor. Eligible persons, sponsors or other recipients of assistance under this program will be required to contractually commit and comply with all SHIP Program requirements.

5. **Florida Homebuyer Opportunity Program**

- a. Summary of the Strategy: This strategy is designed in response to the legislative provision requiring SHIP local governments to expend available funds to ensure that residents of the state derive the maximum possible economic benefit from the federal first time homebuyer tax credit created through The American Recovery and Reinvestment Act of 2009 by providing subordinate down payment assistance loans to first time homebuyers for owner occupied primary residences that can be repaid by the income tax refund the homebuyer is entitled to under the First Time Homebuyer Credit. The state program shall be called the "Florida Homebuyer Opportunity Program."
- b. Fiscal Years Covered: Not Applicable
- c. Income Categories to be served: Up to \$75,000 for single taxpayers or \$150,000 for joint filers. There is no requirement to reserve 30 percent of the funds for awards to very-low-income persons or 30 percent of the funds for awards to low-income persons; and there is no requirement to expend 75% of funds for construction, rehabilitation or emergency repair.
- d. Maximum award is the principal balance of the loans provided shall not exceed 10% of the purchase price or \$8,000 whichever is less.
- e. Terms, Recapture and Default: If the homebuyer repays the City within 18 months after the closing date of the loan, all interest charges shall be waived. The loan term is five (5) years. A homebuyer who fails to fully repay the loan within 18 months shall be subject to repayment terms. Interest shall be computed at the rate of 4% per annum, simple interest. Recipients must execute an agreement and a Mortgage and Note that will be recorded in the public records of Miami Dade County. All funds repaid to the City shall be considered "program income" as defined in s. 420.9071 (24).
- f. Recipient Selection Criteria: Recipients must meet the requirements of the following: The maximum income limit shall be Adjusted Gross Income of \$75,000 for single taxpayer households or \$150,000 for joint-filing taxpayer households, which is equal to that permitted by the American Recovery and

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III. LHAP INCENTIVE STRATEGIES

A. **Expedited Processing of Permits for Affordable Housing**

- a. Established policy and procedures: Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects. Through the City's Administrative Regulation #130-13 and the City's Comprehensive Plan Policy 2.3.5, an expedited permitting procedure has been implemented. The Community Planning and Development Department coordinates with the Building and Zoning Department to ensure applications to rehabilitate affordable housing units are processed expeditiously, and make available a staff person to serve as an intermediary between the contractor and the permit granting agencies should problems arise. All permits for housing rehabilitation activities funded under SHIP shall be given top priority and issued no later than three (3) working days after the filing. Permits for new construction shall be given top priority and issued no later than ten (10) working days after the final submittal to the City.

B. **Ongoing Review Process:**

- a. Established policy and procedures: This incentive provides a process through which the City of North Miami can assess the impact of proposed policies, procedures and regulations on the cost of housing. Prior to adoption, any proposed policies, procedures and regulations deemed by the Community Planning and Development Department to have the potential for detrimentally impacting the provision of affordable housing in the City of North Miami, shall be referred to the Local Housing Advisory Committee for review and a recommendation to the City Council. Further, site plans and plats are reviewed to ensure that housing development is consistent with the City's Comprehensive Plan, the Code of Ordinances, and its Concurrency

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Management System. Reviews include assessments by the Community Planning and Development and Public Works Departments.

C. Density Flexibility Affordable Housing Advisory Committee (AHAC) Recommendations

a. In addition to Expedited Permitting and Ongoing Review Process (Oversight), the committee has discussed several other additions to the Local Housing Incentive Strategies. The additions being considered are: Density Flexibility, Accessory Dwelling Units, Reduction of Parking and Set-Back Requirements, Flexible Lot Configurations, and Encouraging Development around Transit-Oriented Hubs. The City of North Miami's Land Development Regulations (LDR) has been updated and adopted April 28, 2009, Resolution No. R-2009-57.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.
- B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005(6)(d) and (f) F.A.C.*
A separate timeline for each fiscal year covered in this plan is attached as Exhibit B. Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year covered in the Plan: Completed HDGC for each fiscal year is attached as Exhibit C.
- D. Certification Page: Signed Certification is attached as Exhibit D.
- E. Adopting Resolution: Original signed, dated, witnessed or attested adopting resolution is attached as Exhibit E.
- F. Program Information Sheet: Completed program information sheet is attached as Exhibit F.
- G. Ordinance: If changed from the original ordinance, a copy is attached as Exhibit G.
- H. Inter-local Agreement: N/A

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Exhibit A

67-37.005(1), F.A.C.

Effective Date: 11/09

City of North Miami

Estimated Allocation for Calculating:		
2014-2015		
Salaries and Benefits		
Office Supplies and Equipment		
Travel Perdiem Workshops, etc	\$	
Advertising	\$	
Other	\$	
Total	\$	-
2015-2016		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Travel Perdiem Workshops, etc	\$	-
Advertising	\$	-
Other	\$	-
Total	\$	-
2016-2017		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Travel Perdiem Workshops, etc	\$	-
Advertising	\$	-
Other	\$	-
Total	\$	-

TIMETABLE FOR STATE FISCAL YEAR 2014-2015

Name of Local Government: **City of North Miami**

Program Activities	2014												2015												2016												2017												2018												2019												2020												2021												2022												2023												2024												2025												2026												2027												2028												2029												2030																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3

Directions:

Type in the applicable years across the top line.

List Program Activities down left hand side. Type in an "X"

on applicable activity line under month and year the activity will be initiated or completed.

At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

TIMETABLE FOR STATE FISCAL YEAR 2015-2016

Name of Local Government: City of North Miami

Program Activities	2015												2016																		
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Advertise Availability of Funds		x																													
Application Period(On-Going)			x	x	x	x	x	x	x	x	x	x	x																		
Start Program Year														x																	
Annual Report																x															x
Mid-Year Review/Adjustments																		x													
End-Year Review/Adjustments																															
Encumbrance Deadline																									x						
Expenditure Deadline																															x
Final Program Review																															x

- Directions:**
- Type in the applicable years across the top line.
 - List Program Activities down left hand side. Type in an "X" on applicable activity line under month and year the activity will be initiated or completed.
 - At a minimum the following activities should be included:
- 1) Advertise availability of funds and application period
 - 2) Encumbrance of funds (12 months following end of State Fiscal Year)
 - 3) Expenditure of funds (24 months following end of State Fiscal Year).
 - 4) Submit Annual Report to FHFC (September 15th)

TIMETABLE FOR STATE FISCAL YEAR 2016-2017

Name of Local Government: City of North Miami

Program Activities	2016												2017																							
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12					
Advertise Availability of Funds		x																																		
Application Period(On-Going)			x	x	x	x	x	x	x	x	x	x																								
Start Program Year		x																																		
Annual Report															x														x							
Mid-Year Review/Adjustments													x																							
End-Year Review/Adjustments														x																						
Encumbrance Deadline																									x											
Expenditure Deadline																										x										
Final Program Review																											x									

- Directions:**
- Type in the applicable years across the top line.
- List Program Activities down left hand side. Type in an "X" on applicable activity line under month and year the activity will be initiated or completed.
- At a minimum the following activities should be included:
- 1) Advertise availability of funds and application period
 - 2) Encumbrance of funds (12 months following end of State Fiscal Year)
 - 3) Expenditure of funds (24 months following end of State Fiscal Year).
 - 4) Submit Annual Report to FHFC (September 15th)

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: City of North Miami

- (1) The local government will advertise the availability of SHIP funds, if available, pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for assistance.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if, at any time, the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments and Technical Revisions to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities as program income.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation by June 30 of each calendar year.

- 13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation by June 30.
- 14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- 15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- 16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- 17) Rental units constructed or rehabilitated with SHIP funds shall be monitored annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- 18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- 19) The provisions of Chapter 83-220, Laws of Florida *has not* been implemented.
(except for Miami Dade County)

Witness

Chief Elected Official or designee

Witness

Lucie M. Tondreau, Mayor
Type Name and Title

Date

OR

Attest:
(Seal)

**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
PROGRAM INFORMATION SHEET**

The following information must be furnished to the Corporation before any funds can be disbursed.

Local Government	City of North Miami
Chief Elected Official	Mayor Lucie Tondreau
Address	776 NE 125 th Street, North Miami, FL 33161
SHIP Administrator	Otera Hart, Housing Coordinator
Address	12400 NE 8 th Avenue, North Miami, FL 33161
Telephone	305-893-6511 ext. 12157
EMAIL	ohart@northmiamifl.gov
Alternate SHIP Contact	Marie Jean-Pharuns, Housing Manager I
Telephone	305-895-9824
EMAIL	Mjean-pharuns@northmiamifl.gov
Interlocal Agreement (list other local governments in interlocal)	Not applicable
Local Government Employer Federal ID #	59-6000-390
Disbursement (list bank account information if changed from previous)	
Other Information	

Please attach this form as Exhibit F and submit along with your completed LHAP.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, ADOPTING THE LOCAL HOUSING ASSISTANCE PLAN (LHAP) AS REQUIRED BY THE WILLIAM E. SADOWSKI AFFORDABLE HOUSING ACT OF 1992 AND THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM, FOR FISCAL YEARS 2014-2015, 2015-2016, AND 2016-2017; FURTHER AUTHORIZING THE CITY ATTORNEY AND CITY MANAGER TO EXECUTE AND SUBMIT THE LOCAL HOUSING ASSISTANCE PLAN AND ANY OTHER NECESSARY DOCUMENT TO THE FLORIDA HOUSING FINANCE CORPORATION FOR ITS REVIEW AND APPROVAL, AS REQUIRED BY FLORIDA LAW; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Session Laws, allocating a portion of documentary stamp taxes on deeds to local governments, for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership ("SHIP") under Sections 420.907-420.9079, Florida Statutes, and Rule 67-37, Florida Administrative Code, requires local governments to develop a one to three-year Local Housing Assistance Plan ("LHAP") outlining how funds will be used for housing programs; and

WHEREAS, Florida law also requires the LHAP to be an element of the City of North Miami ("City") SHIP program; and

WHEREAS, SHIP further requires the City to establish an average area purchase price for new and existing housing benefiting from SHIP awards, using the methodology and purchase prices found in the LHAP; and

WHEREAS, the Planning Commission, after a duly noticed public hearing held on May 6, 2014, reviewed the proposed LHAP and recommended approval to the Mayor and City Council; and

WHEREAS, the Mayor and City Council of the City of North Miami, find the proposed LHAP for Fiscal Years 2014-2015, 2015-2016, and 2016-2017, to be in the best interests of the City and accordingly, accept the Planning Commission's recommendation for approval.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. Approval of Plan. The Mayor and City Council of the City of North Miami, Florida, hereby adopt the Local Housing Assistance Plan (LHAP) as required by the William E. Sadowski Affordable Housing Act of 1992 and the State Housing Initiatives Partnership (SHIP) Program, for Fiscal Years 2014-2015, 2015-2016, and 2016-2017, attached hereto as "Exhibit A".

Section 2. Authority of City Attorney and City Manager. The Mayor and City Council of the City of North Miami, Florida, hereby authorize the City Attorney and City Manager to execute and submit the Local Housing Assistance Plan and any other necessary document to the Florida Housing Finance Corporation for its review and approval, as required by Florida law.

Section 3. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Mayor and City Council of the City of North Miami, Florida, this _____ day of _____, 2014.

LUCIE M. TONDREAU
MAYOR

ATTEST:

MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

REGINE M. MONESTIME
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: _____
Seconded by: _____

Vote:

Mayor Lucie M. Tondreau	_____ (Yes)	_____ (No)
Vice Mayor Philippe Bien-Aime	_____ (Yes)	_____ (No)
Councilperson Carol Keys, Esq.	_____ (Yes)	_____ (No)
Councilperson Marie Erlande Steril	_____ (Yes)	_____ (No)
Councilperson Scott Galvin	_____ (Yes)	_____ (No)

Date: May 6, 2014

TO: Planning Commission

FROM: Tanya Wilson-Sejour, AICP, Planning Manager, Community Planning & Development

RE: **Appointing Mrs. Brittni Duria as the Planning Commission Secretary**

It is stated in Chapter 29-Land Development Regulations; Article 2- Decision Making and Administrative Bodies; Division 2- Planning Commission; Section 2-204, B: Staff: *The director of the community planning and development department or the director's designee shall be the secretary for the commission and shall provide support staff as may be necessary to assist the commission in the performance of its duties.*

Pursuant to the Land Development Regulations Ms. Brittni Duria is recommended to be appointed by the Planning Commission as the support staff/ secretary to assist the Planning Commission with its duties including but not limited to preparing the agenda, agenda distribution, taking and documenting meeting minutes.

TWS/bp

Cc: Brittni Duria, CPD Technician
Roland Galdos, Deputy City Attorney

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AMENDING CHAPTER 15 OF THE CITY OF NORTH MIAMI CODE OF ORDINANCES, ENTITLED "PERSONNEL, PENSIONS AND RETIREMENT", ARTICLE I, ENTITLED "DEPARTMENT OF PERSONNEL", SPECIFICALLY AT SECTION 15-4, BY AMENDING THE TERMS OF OFFICE FOR PERSONNEL BOARD MEMBERS APPOINTED BY CITY COUNCILMEMBERS TO BE COTERMINOUS WITH THE TERM OF THE APPOINTING COUNCILMEMBER; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, Chapter 15 of the Code of Ordinances ("Code") of the City of North Miami ("City"), establishes the Personnel Board of the City with specified term dates for board members; and

WHEREAS, the City desires to place all terms of office for members of boards and commissions on the same schedule to provide for consistency and simplification of the election process; and

WHEREAS, the Code currently provides for appointed members to serve a fixed term, even after the term of the appointing councilmember has expired; and

WHEREAS, it is recommended that the terms of Personnel Board members be coterminous with that of the appointing elected official to streamline the term schedule and to allow newly elected city council members to make appointments to the boards and commissions.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, THAT:

Section 1. Amendment to City of North Miami Code. The Mayor and City Council of the City of North Miami, Florida, hereby amend Chapter 15 of the City of North Miami Code of Ordinances, entitled "Personnel, Pensions and Retirement", Article I, entitled "Department of Personnel", specifically at section 15-4, by amending terms of office to allow for the terms of Personnel Board members to be coterminous with the term of the appointing councilmember, as follows:

CHAPTER 15. PERSONNEL, PENSIONS AND RETIREMENT

* * * * *

ARTICLE I. DEPARTMENT OF PERSONNEL

* * * * *

Sec. 15-4. Personnel board; appointment.

(a) There shall be a personnel board consisting of six (6) members who shall be appointed as follows: One (1) member by the mayor (without approval of the city council) designated as Group A; one (1) member by the city council (excluding the mayor) designated as Group B; one (1) member by the city council (excluding the mayor) designated as Group C; one (1) member elected by the employees designated as Group D; one (1) member elected by the employees designated as Group E; and one (1) member by the mayor with the approval of the city council who shall be designated the "alternate". No member of the personnel board shall be an employee of the City of North Miami. "Employee" shall mean the employees paid by the City of North Miami. The terms of office of the personnel board members shall run from the second Tuesday in June commencing in 1971 and the initial term for Group A shall be one (1) year; Group B, two (2) years; Group C, three (3) years; Group D, two (2) years; Group E, three (3) years, with all successive appointments for three (3) years. The term of the board member and alternate appointed by the mayor shall be coterminous with the mayor's term of office. The city council may at any time remove a board member from office and appoint a qualified person to serve out the unexpired term of any board member so removed. The alternate shall be appointed for a term of three (3) years which shall commence on the second Tuesday of June 2009.

(b) The personnel manager shall prescribe rules, regulations and procedures in connection with election of the two (2) members to the board by the City of North Miami employees.

(c) Vacancies shall be filled in the same manner as original appointments were made and shall be for the unexpired term of the member whose position is vacated.

* * * * *

Section 2. Conflicts. All ordinances or parts of ordinances in conflict or inconsistent with the provisions of this Ordinance are hereby repealed.


Section 3. Severability. The provisions of this Ordinance are declared to be severable, and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance, but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. Codification. The provisions of this Ordinance may become and be made a part of the Code of Ordinances of the City of North Miami, Florida. The sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section," "article" or any other appropriate word.

Section 5. Effective Date. This Ordinance shall become effective immediately upon adoption on second reading.

PASSED AND ADOPTED by a 5-0 vote of the Mayor and City Council of the City of North Miami, Florida, on first reading this 8th day of April, 2014.

PASSED AND ADOPTED by a 5-0 vote of the Mayor and City Council of the City of North Miami, Florida, on second reading this 22nd day of April, 2014.


LUCIE M. TONDREAU
MAYOR

ATTEST:



MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



REGINE M. MONESTIME
CITY ATTORNEY

SPONSORED BY: MAYOR LUCIE M. TONDREAU

Moved by: Galvin

Seconded by: Tondreau

Vote:

Mayor Lucie M. Tondreau	<u> x </u>	(Yes)	<u> </u>	(No)
Vice Mayor Philippe Bien-Aime	<u> x </u>	(Yes)	<u> </u>	(No)
Councilperson Scott Galvin	<u> x </u>	(Yes)	<u> </u>	(No)
Councilperson Carol Keys, Esq.	<u> x </u>	(Yes)	<u> </u>	(No)
Councilperson Marie Erlande Steril	<u> x </u>	(Yes)	<u> </u>	(No)

Additions shown by underlining. Deletions shown by ~~overstriking~~.